

CONFIDENTIAL

Report for Week Ending 25 July 1956
from
FORMS MANAGEMENT BRANCH

Numbered Projects

4-85 - Information Report Study []

Printed copies of revised Forms 1a, 1b, and 1c, have been received from the printer.

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General Information

1. Area Usage Status of Agency Forms []

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A complete check of a numerical stock listing of 784 forms for area (Hq. only, [] Field) usage being made for [] Depot Stock Control Section, SD/OL, has revealed the following:

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114 Obsolete

31 Non-stocked

6 No record

11 Stocked forms omitted

42 Remain to be resolved

2. Field Forms Requirements - []

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Provided Supply Operation Branch, SD/OL, with clearances or other determinations on 8 forms for field use.

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25X1A9A 3. IAC - AHIP - WGIR []

Attended the regularly scheduled meeting of AHIP and reported WGIR progress to date in developing a common IR format. The Defense Sub-Committee is making good progress in standardization of the format for the military departments having now only to resolve Army's demand for an 8"x5" version.

Pending Projects

DD/S Area

1. "Printing Services Requisition", Form No. 70 [] - This form was received from the printer on 19 July and will be put into operation 26 July. Delay in starting to use the new form resulted from participation in "Operation Alert".

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2. Revision of "Personal History Statement", Form No. 444 - [] - Coordination of a draft of this form has now been completed with the Director of Personnel, Director of Security, General Counsel, the DD/S and the DD/CI. Some changes, mostly minor in nature, resulted from the coordination. We are now securing a new final-type copy and will procure as soon as possible inasmuch as the Office of Personnel wishes to expedite the use of this form. This will probably take at least 90 days.

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3. "Personal History Statement - Qualifications Supplement", Form No. 444b, new - [] - This form which was coordinated simultaneously with the new Form No. 444, has now been received from the Office of Personnel with a request for final type copy and printing. The form, as its title implies, is a supplement to the PHS and will be prepared by all employees on an annual basis. It replaces and makes obsolete "Personal Qualifications Record", Form No. 275, and should be available somewhat earlier than Form No. 444.

DD/P Area

1. Revision of "Personal Record Questionnaire (Part I) Biographical Information", Form No. 1050 - [] - Completed coordination of the A second draft with only a few very minor changes recommended. Final-type copy will be obtained and further coordination accomplished prior to printing. This form replaces Form 51-95A.

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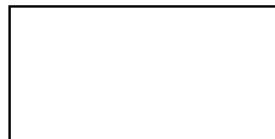
PENDING ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
New	4	4	7	-	15
Revision	-	6	5	4	15
Reprint	-	-	-	3	3
Total	4	10	12	7	33

COMPLETED ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL	NUMBER OF COPIES
New	1	1	4	-	6	19,800
Revision	-	1	4	5	10	115,000
Reprint	2	1	10	6	19	621,600
Total	3	3	18	11	35	756,400

Redesignated - 4
Obsolete - 1

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